



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

MCHB-CG-HHD

3 July 2002

MEMORANDUM FOR USACHPPM-HHC Personnel

SUBJECT: Reimbursement for Local Travel – Policy Memorandum #13

1. The Headquarters and Headquarters Company (HHC) will approve reimbursement for local travel associated with the following circumstances:

- a. Official HHC business.
- b. Command-Directed Medical Appointments.
- c. Travel for off-site training, not to exceed the cost of air travel (command-approved training only).
- d. Providing transportation for soldiers without privately owned vehicles (POVs) for command-directed appointments.

2. All requests for reimbursement will be submitted through the soldier's supervisory chain, to the HHC Commander's secretary, and ultimately to the HHC Commander for approval.

3. Transportation to Walter Reed Army Medical Center, Kimbrough Army Community Clinic, Ft. Meade, MD, and Bethesda Naval Hospital, Bethesda, MD is available through Aberdeen Proving Ground (APG). Personnel utilizing this mode are required to call the APG transportation reservation line at 3-1778.

JOSEPH J. HOUT
1LT, MS
Commanding

